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*To ensure access to high-quality,
patient-centered, cost-effective health
care to Los Angeles County residents
through direct services at DHS facilities
and through collaboration with
community and university partners.*



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June 04, 2013

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENTS TO TUTORING AND MENTORING
PROGRAM AGREEMENTS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Approval of Amendments to five Tutoring and Mentoring Program Agreements to extend the term of each for two years, and delegate authority to further extend the term for up to two additional years.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Director of Health Services (Director), or his designee, to execute amendments to extend the term of the Department of Health Services (DHS) Tutoring and Mentoring Program Agreements, effective upon Board approval for a period of two years with a maximum obligation of \$858,000 for all five Agreements and option to further extend the Agreements term for up to two additional years, with the five community colleges identified on Attachment A, for the continued provision of tutoring and mentoring services.
2. Delegate authority to the Director, or his designee, to amend each Tutoring and Mentoring Program Agreements to extend the term for up to two additional years, subject to review and approval by County Counsel, and notification to the Board and Chief Executive Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

California State law mandates that health care facilities meet certain Registered Nurse (RN) to patient staffing ratios, making the supply and availability of RNs problematic. The Tutoring and Mentoring Program (Program) was established to assist students enrolled in qualified RN programs at local colleges, increasing the number of RN candidates available for possible County employment. Through the Program, the County provides financial assistance to five community colleges to assist nursing students with improving their study skills and enhancing their academic performance. The Program at each of the community colleges are designed to cover overall learning activities. The Program includes the provision of nursing advisors, tutors, study workshops, skill labs, and individual/group sessions to strengthen clinical skills.

The colleges regularly evaluate their students' academic and cultural needs and curriculum design to ensure a high pass rate for the National Counsel Licensing Exam (NCLEX) for RNs, which increases the pool of qualified applicants for RN entry-level positions for DHS. The success rate of the Program is demonstrated by an increase in hiring of RNs for the DHS facilities. A total of 239 undergraduate nursing students have been hired by DHS since Fiscal Year (FY) 2006-07 through December 2012.

Approval of the first recommendation will allow the Director to execute amendments substantially similar to Exhibit I, for the continuance of the Program for nursing students. The current Agreements with four of the colleges expire on June 30, 2013 and one expires on July 31, 2013.

Approval of the second recommendation will allow the Director to execute amendments with the colleges to extend the term of their Agreements for up to two additional years.

Implementation of Strategic Plan Goals

The recommended actions support Goal 3, Integrated Services Delivery, of the County's updated Strategic Plan.

FISCAL IMPACT/FINANCING

Total maximum obligation is \$858,000 for all five Agreements for a period of two years from July 1, 2013 to June 30, 2015.

Funding is included in the Health Services Administration's FY 2013-14 Recommended Budget and will be requested in future fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In an effort to address the overall nursing shortages in the County system, the Board initially instructed DHS to establish a Program in 1999 with East Los Angeles College, and in 2003 with Glendale Community College, and Los Angeles Valley College. In subsequent years, the Board approved amendments to extend those Agreements and approved new Agreements with El Camino College-Compton Education Center and Los Angeles Harbor College.

The Program for nursing students includes clinical support services, lectures in medicine and surgery, and mental health, as outlined in the College of Nursing curriculum. The Program provides for additional training in an academic and clinical setting for nursing students. The Program also prepares students to pass the NCLEX for RNs necessary for successful graduates to apply for entry level RN I positions at DHS facilities.

County Counsel has reviewed and approved Exhibit I as to form.

CONTRACTING PROCESS

Not applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended actions will ensure continuance of the Program for nurse students, which will generate qualified nursing staff for consideration of employment at DHS facilities and address the overall nursing shortages in the County system.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mitchell Katz". The signature is fluid and cursive, with the first name "Mitchell" written in a larger, more prominent script than the last name "Katz".

Mitchell H. Katz, M.D.

Director

MHK:ev

Enclosures

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors

**TUTORING AND MENTORING PROGRAM
EXTENSION AMENDMENTS**

ATTACHMENT A

COLLEGE NAME	AGREEMENT NO.	AGREEMENT TERM	RECOMMENDED EXTENSION PERIOD	EXTENSION PERIOD FISCAL YEAR ALLOCATIONS		
				FY 13/14	FY 14/15	TOTAL
1 GLENDALE COMMUNITY COLLEGE	H-3000470	7/29/2003-6/30/13	7/1/2013-6/30/15	\$90,000	\$90,000	\$180,000
2 LOS ANGELES VALLEY COLLEGE	H-300469	7/29/2003-6/30/13	7/1/2013-6/30/15	\$90,000	\$90,000	\$180,000
3 EL CAMINO COLLEGE-COMPTON EDUCATION CENTER	H-703497	9/16/2008-6/30/13	7/1/2013-6/30/15	\$90,000	\$90,000	\$180,000
4 LOS ANGELES HARBOR COLLEGE	H-704548	1/1/2011-6/30/13	7/1/2013-6/30/15	\$69,000	\$69,000	\$138,000
5 EAST LOS ANGELES COLLEGE	H-210896	10/19/1999-7/31/13	8/1/2013-7/31/15	\$90,000	\$90,000	\$180,000
GRAND TOTAL				\$429,000	\$429,000	\$858,000

Exhibit I

Contract No. H-_____

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT

Amendment No. ____

THIS AMENDMENT is made and entered into this ____ day
of _____, 2013

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT",
dated _____, and further identified as County Agreement No. _____,
between the County and _____ COLLEGE, and any Amendments
thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend
the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in accordance
with _____ in the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date
identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as
follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective
_____ and shall continue in full force and effect to and

including _____, unless sooner canceled or terminated as provided herein. The Director of Health Services, or his designee, may authorize extensions of the Agreement term for up to two additional years through _____. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his designee, subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.”

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits _____, and _____ attached hereto and incorporated herein by reference.”

4. Paragraph __, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“__. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed _____ Dollars (\$_____), as detailed below:

- A. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.
- B. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A_____, and A_____ for the program costs described in Exhibits B_____, and B_____ attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B_____ and B_____ only upon review and approval of Contractor’s written request and justification. In such event, Contractor

must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph __, NOTICES."

5. Paragraph __, COMPENSATION, shall be revised as follows:

"__. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in two payments. The first payment of _____Dollars (\$_____) will be made on or about _____. The second payment of _____Dollars (\$_____) will be made on or about _____."

6. Paragraph __, CONFLICT OF TERMS, shall be revised to read as follows:

"__. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, _____ and _____ A-_____.
- B. Exhibits B-_____ C, D, E, and F.
- C. Attachments I, _____, and _____."

7. Exhibits A, _____, B, _____, and B-_____, and Attachments _____ and _____ shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Michell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF
THE COUNTY COUNSEL

EXHIBIT A-2

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

STATEMENT OF WORK

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services (DHS) Tutoring/Mentoring program (hereinafter referred to as “Program”) is to provide Los Angeles Harbor College Associate Degree Nursing Program financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process and success. The Program’s goal is to assist each student in the ADN program to seek employment in county health facilities thereafter.

The Program shall provide the following services: (1) Provide “Family Night” to all incoming students and their families at the beginning of each semester to orient them to the rigorous demands of the ADN program; (2) identify, refer, and track students who fit within the criteria of the program as described in this Agreement, paragraph 3, Program Eligibility Requirements; (3) provide seminars or workshops on topics such as time management, anxiety/stress management, test taking, pharmacology, physical assessment, or other topics as appropriate; (4) provide intersession reviews on topics such as skills practice, anatomy and physiology review, math dosage calculations, and clinical practicums; (5) provide weekly open tutoring for students in theory and skills; (6) provide offerings aimed to increase the overall wellness of students which may include sessions on nutrition, exercise, and stress reduction; (7) provide a student mentoring

program involving the pairing of a 4th semester nursing student with an incoming nursing program student; (7) provide learning coach/tutor/mentor in the classroom for first semester students and possibly second semester students, if data proves it to be effective; (8) provide NCLEX-on site review course for 4th semester students at completion of semester; (9) distribute and post County DHS employment and benefit information flyer Attachment XI in the college and to all DHS Program participants at the end of each semester and at winter and summer intersessions; (10) participate with the County in the active recruitment of nursing students for permanent employment in the County health care system upon graduation and licensure as Registered Nurses; (11) provide the Office of Nursing Affairs (hereinafter "ONA"), in writing, a listing of recruitment event activities in collaboration with ONA (e.g., graduation, pinning ceremonies, Family Night, and nursing job fairs); and (12) comply with the implementation, monitoring, and evaluation instruments provided in Attachments III, IV, and V.

2. PROGRAM STATUS AND EXPENDITURE REPORTS:

Contractor agrees to provide quarterly program status reports and quarterly expenditure status reports to the ONA according to the following schedule:

<u>REPORTING PERIOD</u>	<u>DUE DATE</u>
07/01/13 to 12/30/13	01/31/2014
01/01/14 to 06/30/14	07/31/2014
07/01/15 to 12/30/15	01/31/2015
12/30/15 to 06/30/15	07/31/2015

Quarterly program reports shall include, but are not limited to, the number of nursing students by ethnicity enrolled in the program; the attrition rate for the student population in the nursing program; number of tutoring sessions provided to include date, names of the course, and the instructor's names; the number of nursing graduates passing the NCLEX-RN exam the first time; number of nursing graduates; number of nursing graduates employed by the DHS; and the status report of job placement of nursing students at one-year post graduation.

Quarterly expenditure reports shall be based upon quarterly financial reports generated internally by Contractor. The quarterly expenditure report shall include, but not be limited to, the expenditure categories identified in Exhibits B-3 and B-4, and is to include the name and position title of personnel, including new staff hired within the quarter.

The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to, those students registered in the nursing program who: 1) requests academic assistance from the Contractor, 2) receives less than seventy-five (75) percent on any nursing course examination; 3) receives a less than satisfactory clinical evaluation or is identified by the instructor for needing clinical assistance; 4) has an academic history of not completing or being out of compliance with the nursing curriculum standards in the nursing program; or 5) are otherwise

identified or referred by the nursing program staffing representatives as needing academic assistance.

4. **PROGRAM EVALUATION**

Contractor shall evaluate its Program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and program assistance. The goal is to have 90% of the total student evaluations indicate that the program activity was of benefit to them. The Nurse Advisor will assess, in writing, all program activities scoring below an average of 90%, and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 85% on the first try. The Nurse Advisor shall prepare a written assessment if less than 85% of the graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. **PERSONNEL:** For purposes of this Agreement, Program staff will perform the following duties:

A. **PROGRAM COORDINATOR:**

(1) Select and supervise Program faculty and student workers; (2) develop, schedule, and plan mini-lectures/workshops/seminars during the school year, including summer and winter sessions; (3) identify, refer, and track students who fit within the criteria of the Program; (4) identify and provide learning activities for the ongoing retention of students; (5) document all Program activities, including but not limited to, the program evaluations referenced in

Attachments III, IV, and IV, quarterly Program reports and expenditure reports referenced in Exhibit A-2, paragraph 2; (6) function as liaison between Program and faculty; (7) identify and refer students in need of financial assistance; (8) recruit nursing students for employment upon students' graduation and licensure as Registered Nurses; and (9) document the number of nursing students accepting position within the DHS clinics and hospitals.

B. **Faculty Instructors:** Faculty Instructors/Tutors shall meet with smaller subgroups of approximately 3 or more students per tutoring session. The Faculty Instructor shall participate in the mini-lectures/seminars/workshops, and academic or clinical tutoring /mentoring as provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include instructor's name, participant names, date, length of session, and brief description of content. Copies of the sign-in sheets shall be retained by the Contractor and made available to the ONA upon request.

C. **Student Workers:** Under the supervision of the Program Coordinator and Program staff, the Student Workers herein defined as Student Workers will: (1) assist students with the use of Nursing Laboratory/learning resources; (2) assist students on the computer; and (3) supervise students when practicing clinical skills; and (4) assist the Program staff.

Summer 2013		Description	# of Hours	Hourly Rates	Costs
		Faculty for Study Skills/Reading/Time Management workshop	10	60	600
		Faculty for Intercession Seminar: Introduction to Roy Adapataion	4	60	240
		Faculty for APA Format Introduction	4	60	240
		Faculty for Dosage Calculation Review	4	60	240
		Faculty for Anatomy and Physiology Review	6	60	360
		Faculty for Spanish Medical Terminology	2	60	120
		Benefits (Approximately 10%)			180
		Total Summer 2013			1980
Fall 2013					
		Program Coordinator: 2 hours/week X16 weeks	36	60	2160
		Faculty Instructors for Theory: 5 hours/week X14 weeks	70	60	4200
		Faculty Instructors for Skills Laboratory: 5 hours/week X 14 weeks	70	60	4200
		Student Tutors IV for 1st Semester Class: 10 hours/weekX16 weeks	160	20	3200
		Faculty for Mini-Workshop: Topic TBA/Guest Speaker from Community	2	150	300
		Benefits (Approximately 10%)			1406
		Non-Personnel Items Fall, 2013			
		NCLEX On-site review course (Kaplan)- 35 students	35	350 each	12250
		Miscellaneous			1515
		Total Fall 2014			29231
Winter Intercession 2013					
		Student Workers for Nursing Library: 20 hours/week X 4 weeks:	80	11	880
		Faculty Instructor for Open Laboratory Skills Practice: 7 hours/day X 3 days	21	60	1260
		Faculty Instructors for Winter Practicum: 10 faculty X 6 hours	60	60	3600
		Faculty Instructors for Intercession Seminar: Dosage Calculation Review	4	60	240
		Faculty Instructors for Intercession Seminar: Introduction to Roy	4	60	240
		Faculty Instructors for Intercession Seminar: Dosage Calculation Review	4	60	240
		Faculty Instructors for Intercession Seminar: Anatomy & Physiology Review	6	60	360
		Faculty Instructor for Intercession Seminar: Introduction to APA Format	4	60	240
		Faculty for Study Skills/Reading/Time Mangement Workshops	10	60	600

Winter Intercession 2013 (continued)				
Faculty for Spanish Medical Terminology	2	60		120
Benefits (Approximately 10%)				778
Total Winter Intercession 2014				8558
Spring 2014				
Program Coordinator: 2 hours/week X16 weeks	36	60		2160
Faculty Instructors for Theory: 5 hours/week X14 weeks	70	60		4200
Faculty Instructors for Skills Laboratory: 5 hours/week X 14 weeks	70	60		4200
Student Workers IV for 1st Semester Class: 10hours/weekX16 weeks	160	20		3200
Faculty for Mini-Workshop: Topic TBA/Guest Speaker from Community	2	150		300
Benefits (Approximately 10%)				1406
Non-Personnel Items Spring, 2014				
NCLEX On-site review course (Kaplan)- 35 students	135	350 each		12250
Miscellaneous				1515
Total Spring 2014				29231
Academic Year 2013-2014 (July 1, 2013 to June 30, 2014)				
Personnel				41470
Non-Personnel				27530
Total budget				69000

Los Angeles Harbor College
Los Angeles County-Department of Health Services
Tutor/Mentor Program- Budget Proposal 2014-2015

Exhibit B - 4

Summer 2014			
Description	# of Hours	Hourly Rates	Costs
Faculty for Study Skills/Reading/Time Management workshop	10	60	600
Faculty for Intercession Seminar: Introduction to Roy Adapataion	4	60	240
Faculty for APA Format Introduction	4	60	240
Faculty for Dosage Calculation Review	4	60	240
Faculty for Anatomy and Physiology Review	6	60	360
Faculty for Spanish Medical Terminology	2	60	120
Student Workers for Nursing Library: 20 hours/wk X 10 weeks	200	11	2200
Benefits (Approximately 10%)			400
Total Summer 2014			4400
Fall 2014			
Program Coordinator: 2 hours/week X16 weeks	36	60	2160
Faculty Instructors for Theory: 5 hours/week X14 weeks	70	60	4200
Faculty Instructors for Skills Laboratory: 5 hours/week X 14 weeks	70	60	4200
Student Workers IV for 1st Semester Class: 10 hours/weekX16 weeks	160	20	3200
Faculty for Mini-Workshop: Topic TBA/Guest Speaker from Community	2	150	300
Benefits (Approximately 10%)			1406
Non-Personnel Items Fall, 2014			
NCLEX On-site review course (Kaplan)- 35 students	35	350 each	12250
Miscellaneous			305
Total Fall 2014			28021
Winter Intercession 2015			
Student Workers for Nursing Library: 20 hours/week X 4 weeks:	80	11	880
Faculty Instructors for Open Laboratory Skills Practice: 7 hours/day X 3 days	21	60	1260
Faculty Instructors for Winter Practicum: 10 faculty X 6 hours	60	60	3600
Faculty Instructors for Intercession Seminar: Dosage Calculation Review	4	60	240
Faculty Instructors for Intercession Seminar: Introduction to Roy	4	60	240
Faculty Instructors for Intercession Seminar: Dosage Calculation Review	4	60	240
Faculty Instructors for Intercession Seminar: Anatomy & Physiology Review	6	60	360
Faculty Instructors for Intercession Seminar: Introduction to APA Format	4	60	240
Faculty for Study Skills/Reading/Time Mangement Workshops	10	60	600

Los Angeles Harbor College
County of Los Angeles- Department of Health Services
Tutor/Mentor Program- Budget Proposal (2014-2015)

Winter Intercession 2015 (continued)				
Faculty for Spanish Medical Terminology	2	60		120
Benefits (Approximately 10%)				778
Total Winter Intercession 2015				8558
Spring 2015				
Program Coordinator: 2 hours/week X16 weeks	36	60		2160
Faculty Instructors for Theory: 5 hours/week X14 weeks	70	60		4200
Faculty Instructors for Skills Laboratory: 5 hours/week X 14 weeks	70	60		4200
Student Instructors IV for 1st Semester Class: 10hours/weekX16 weeks	160	20		3200
Faculty for Mini-Workshop: Topic TBA/Guest Speaker from Community	2	150		300
Benefits (Approximately 10%)				1406
Non-Personnel Items Spring, 2015				
NCLEX On-site review course (Kaplan)- 35 students	135	350 each		12250
Miscellaneous				305
Total Spring 2015				28021
Academic Year 2014-2015 (July 1, 2014 to June 30, 2015)				
Personnel				43890
Non-Personnel				25110
Total budget				69000

Los Angeles Harbor College
Associate Degree Nursing Program
Proposed Classes for Department of Health Services Tutoring and Mentoring Program
FISCAL YEARS JULY 1, 2013 – JUNE 30 2015

Summer Intersession 2013	
June 17-20	Kaplan NCLEX-RN Review
August 13-14	Study Skills/Reading Skills/Time Management/Stress Series for Incoming students
August 13	APA Format
August 13	Introduction to Roy Adaptation Model
August 14	Dosage Calculation Review
August 14-15	Anatomy and Physiology Review
August 15	Spanish Medical Terminology
August 22	Family Night
Fall 2013	
Weekly	Faculty Tutor for theory
Weekly	Faculty Tutor for Skills Lab
For every Theory course	Student Tutor/Coach/Mentor
October (exact date TBA)	Infection Control
Winter Intersession 2014	
January 6-10	Kaplan NCLEX-RN Review
4 weeks	Nursing Library Open
January 23,22,23	Open Skills Lab Practice
January 28	4 th Semester Skills Testing
January 21-23	Study Skills/Reading Skills/Time Management/Stress Series for Incoming students
January 21	APA Format
January 21	Introduction to Roy Adaptation Model
January 22	Dosage Calculation Review
January 22-23	Anatomy and Physiology Review
January 23	Spanish Medical Terminology
February 6	Family Night
Spring, 2014	
Weekly	Faculty Tutor for theory
Weekly	Faculty Tutor for Skills Lab
For every Theory course	Student Tutor/Coach/Mentor
April (exact date TBA)	Medication Safety
Summer Intersession 2014	
June 16-19	Kaplan NCLEX-RN Review
August 12-13	Study Skills/Reading Skills/Time Management/Stress Series for Incoming students
August 12	APA Format

August 12	Introduction to Roy Adaptation Model
August 13	Dosage Calculation Review
August 13-14	Anatomy and Physiology Review
August 14	Spanish Medical Terminology
August 21	Family Night
Fall, 2015	
Weekly	Faculty Tutor for theory
Weekly	Faculty Tutor for Skills Lab
For every Theory course	Student Tutor/Coach/Mentor
October (exact date TBA)	TBA
Winter Intersession 2015	
January 5-8	Kaplan NCLEX-RN Review
4 weeks	Nursing Library Open
January 20,21,22	Open Skills Lab Practice
January 29	4 th Semester Skills Testing
January 20-22	Study Skills/Reading Skills/Time Management/Stress Series for Incoming students
January 20	APA Format
January 20	Introduction to Roy Adaptation Model
January 21	Dosage Calculation Review
January 21-22	Anatomy and Physiology Review
January 22	Spanish Medical Terminology
February 5	Family Night
Spring 2015	
Weekly	Faculty Tutor for theory
Weekly	Faculty Tutor for Skills Lab
For every Theory course	Student Tutor/Coach/Mentor
April (exact date TBA)	TBA
Summer Intersession 2015	
June 15-18	Kaplan NCLEX-RN Review



Health Services
LOS ANGELES COUNTY
Attachment XV

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

OFFICE OF NURSING AFFAIRS – ADMINISTRATION

Vivian Branchick, RN – Chief Nursing Officer /
Director of Nursing Affairs/ vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ gibanez@dhs.lacounty.gov
Angela Levias, Secretary/Temp / alevias@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
(213) 240-7702 / Fax# (213) 482-9421

Send All Resumes To K. Cho

Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-6881 Fax: (562) 803-6231

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

Joy Bostic, RN, MSN - Nurse Recruiter
1000 West Carson Street, Main Unit-Room 1L2
Torrance, CA 90509
(310) 222-2512 Fax: (310) 787-0065 jbostic@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Debi Popkins Farris, RN, BSN, CHCR, ANDA - Nurse Recruiter
1200 N. State Street, Room C2C112 Inpatient Tower
Los Angeles, CA 90033
(323) 409-4664 Fax: (323) 441-8039 dpopkins@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter
Maribel Rosas, RN – Assistant Nurse Recruiter
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-7912 Fax: (562) 803-6231 sarnwine@dhs.lacounty.gov or
mprosas@dhs.lacounty.gov

VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER

Richard Guitche, RN, BSN – Nurse Recruiter
Susanna Mortimer, RN, MSN – Nurse Recruiter
14445 Olive View Drive, Rm. 2C206
Sylmar, CA 91342
(818) 364-3317 Fax: (818) 364-3326 alnoel@dhs.lacounty.gov or
smortimer@dhs.lacounty.gov

LOS ANGELES COUNTY EMPLOYMENT ON-LINE APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings.

Exhibit I

Contract No. H-_____

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT

Amendment No. ____

THIS AMENDMENT is made and entered into this ____ day
of _____, 2013

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT",
dated _____, and further identified as County Agreement No. _____,
between the County and _____ COLLEGE, and any Amendments
thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend
the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in accordance
with _____ in the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date
identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as
follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective
_____ and shall continue in full force and effect to and

including _____, unless sooner canceled or terminated as provided herein. The Director of Health Services, or his designee, may authorize extensions of the Agreement term for up to two additional years through _____. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his designee, subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.”

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits _____, and _____ attached hereto and incorporated herein by reference.”

4. Paragraph __, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“__. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed _____ Dollars (\$_____), as detailed below:

- A. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.
- B. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A_____, and A_____ for the program costs described in Exhibits B_____, and B_____ attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B_____ and B_____ only upon review and approval of Contractor’s written request and justification. In such event, Contractor

must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph __, NOTICES."

5. Paragraph __, COMPENSATION, shall be revised as follows:

"__. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in two payments. The first payment of _____Dollars (\$_____) will be made on or about _____. The second payment of _____Dollars (\$_____) will be made on or about _____."

6. Paragraph __, CONFLICT OF TERMS, shall be revised to read as follows:

"__. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, _____ and _____ A-_____.
- B. Exhibits B-_____ C, D, E, and F.
- C. Attachments I, _____, and _____."

7. Exhibits A, _____, B, _____, and B-_____, and Attachments _____ and _____ shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Michell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF
THE COUNTY COUNSEL

EXHIBIT A-7

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

DESCRIPTION OF CONTRACTOR SERVICES

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services Tutoring/Mentoring Program (hereinafter referred to as "Program") is to provide East Los Angeles College's (hereinafter referred to as "ELAC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the ELAC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify and track students who fit within the criteria of the Program as described in Agreement, paragraph 3, Program eligibility Requirements; (2) provide lectures in medical/surgical nursing, mental health, and other courses as described in the ELAC's School of Nursing Course Modules as well as lectures preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter "NCLEX-RN"); (3) Provide weekend and/or extra hospital clinicals where students may participate at County health facilities with ELAC instructors in order to strengthen their clinical skills. The minimum number of students in a weekend clinical group shall be three. (4) provide assistance, including evening and weekend hours, consisting of seminars on topics such as assertiveness, communication skills, advocacy, self-esteem building, cultural diversity, and other subjects. In the medical/surgical areas seminar topics will include pharmacology reviews, critical thinking, and documentation/charting. Contractor shall also conduct computation reviews (such as medication calculations) for various nursing courses with a clinical component and conduct pre-nursing preparatory seminars for entering students. (5) provide clinical rotations at County health facilities with Contractor's instructors. (6) participate

with County in the active recruitment of nursing students for permanent and/or part time employment with County upon students' graduation and licensure as registered nurses, to include the distribution of a DHS Employment Information Flyer substantially similar to Exhibit XV, attached hereto and incorporated herein, to all DHS Tutoring/Mentoring Program participants at the end of each 8 week quarter, 4-5 week winter intersession, and 4-5 week or more summer sessions of the award year; (7) provide DHS-NRO in writing of special events for possible participation (such as graduation, Pinning Ceremonies, Semester "Kick Offs", etc.) and (8) the Contractor will comply with the implementation, monitoring and evaluation instruments provided in Attachments I-VI.

2. **PROGRAM STATUS AND EXPENDITURE REPORTS**

Contractor agrees to provide quarterly Program status reports and quarterly expenditure status reports to the DHS Human Resources-Nurse Recruitment Office (hereafter "DHS HR-NRO") according to the following schedule:

<u>REPORTING PERIOD</u>	<u>DUE DATE</u>
Fall 2013, 1st Qtr. 08/26/13 – 10/20/13	02/15/14
Fall 2013, 2nd Qtr. 10/21/13 – 12/15/13	
Winter Session 01/06/14 – 02/07/14	05/14/14
Spring 2014 1st Qtr. 02/10/14 – 04/12/14	09/15/14
Spring 2014 2nd Qtr. 04/14/14 – 06/05/14	
Summer 2014 Session 06/09/14 – 07/13/14	10/15/14

Fall 2014, 1st Qtr. 09/01/14 – 10/26/14	0315/15
Fall 2014, 2nd Qtr. 10/27/14 – 12/14/14	
2015 Winter Session 01/05/15 – 02/08/15	05/15/15
Spring 2015, 1st Qtr. 02/09/15 – 04/12/15 *	09/15/15
Spring 2015, 2nd Qtr. 04/13/15 – 06/07/15	
Summer 2015 Session 06/08/15 – 07/12/15 *	10/15/15

* = Needs to be confirmed with the LACCD Academic calendar.

Quarterly Program status reports shall include, but not necessarily be limited to, the names and number of nursing students by ethnicity enrolled in the Program and the attrition rate for the student population in the ELAC Nursing Department.

Quarterly expenditure status reports shall be based upon monthly financial reports generated internally by County's Financial Division. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-15 and B-16, and is to include the name and position title of personnel.

The DHS HR-NRO may request additional report information for inclusion in the above referenced quarterly reports or in additional reports during the Agreement term, and will make a reasonable effort to notify Contractor in advance of each report deadline, if additional information is required.

3. PROGRAM EVALUATION

Contractor shall evaluate its Program a minimum of once per quarter/summer for campus lectures and for each for extra clinical using written evaluations of

students of Program faculty. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action.

In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

4. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. The Nurse Advisor : The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer, winter and off sessions; (4) identify and track students who fit within the criteria of the Program; (5) provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not necessarily limited to, the Program evaluations referenced in I-VI and the quarterly Program status reports and quarterly expenditure status reports referenced in Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall ADN Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance and, (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; (11) document the number of nursing students accepting positions within DHS clinics and hospitals.

B. Faculty Tutors: Faculty Tutor (s) shall meet with smaller subgroups of approximately 3 or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical

tutoring /mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructor's name, participant names, date, and length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to DHS HR-NRO upon request.

C. Student Workers: Under the supervision of the Nurse Advisor and Program staff, the student workers will:

1) assist Program staff as needed, 2) manage the distribution of learning resource materials, 3) provide typing/filing as needed, 4) act as peer counselors.

County of L.A.-Dept. of Health Services
East Los Angeles College
Tutoring/Mentoring Program
From August 1, 2013 to July 31, 2015
Summary of Project Costs (First Year 2013-14)

Exhibit
B-15

Summer 2013 Period Begins
Fall 2013 - Academic Period Begins

August 1-25, 2013
August 26, 2013 to December 15, 2013

Total Cost

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost Sal. & Ben.
Faculty Tutors (87hrs/mo x 5 mos.)	435	63.29	9.70%	6.14	69.43	27,531.15	2,670.52	30,201.67
Student Workers (2) (40hrs/mo x 5mos.)	400	11.04	0.00%	0.00	11.04	4,416.00	0.00	4,416.00
Office&Clerical (2) (6hrs/mo. X5mos.)	60	59.57	0.00%	0.00	59.57	3,574.20	0.00	3,574.20
Total - Summer 2013 & Fall 2013 Sessions						35,521.35	2,670.52	38,191.87

Winter 2014 Period Begins
Spring 2014 - Academic Period Begins

January 2 to February 2, 2014
February 3 to June 2, 2014

Total Cost
(Sal. & Ben.)

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost (Sal. & Ben.)
Faculty Tutors (87hrs/mo x 5 mos.)	435	63.29	9.70%	6.14	69.43	27,531.15	2,670.52	30,201.67
Student Workers (2) (40hrs/mo x 5mos.)	400	11.04	0.00%	0.00	11.04	4,416.00	0.00	4,416.00
Office&Clerical (2) (6hrs/mo. X5mos.)	60	59.57	0.00%	0.00	59.57	3,574.20	0.00	3,574.20
Total - Spring 2014 Sessions						35,521.35	2,670.52	38,191.87

Summer 2014 Period Begins

June 9- July 31, 2014

Total Cost
Sal. & Ben.

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost Sal. & Ben.
Faculty Tutors 86hrs /mox1 3/4mos.)	151	63.29	5.45%	3.45	66.74	9,525.15	519.12	10,044.27
Student Workers (2) (40 hrs/mo x 1 3/4mos.)	140	11.04	0.00%	0.00	11.04	1,545.60	0.00	1,545.60
Office&Clerical (2) (6hrs/mo. X1 3/4mos.)	21	59.57	0.00%	0.00	59.57	1,250.97	0.00	1,250.97
Total - Summer 2012 Sessions						12,321.72	519.12	12,840.86

COST OF CONTRACT PERSONNEL & Employee Benefits - 2013-14

\$89,224.60

COST OF CONTRACT SUPPLIES - FIRST YEAR 2013-2014

775.40

TOTAL COST OF CONTRACT - FIRST YEAR 2013-2014

\$90,000.00

County of L.A.-Dept. of Health Services
East Los Angeles College
Tutoring/Mentoring Program
From August 1, 2013 to July 31, 2015
Summary of Project Costs (Second Year 2014-2015)

Exhibit
B-16

Summer 2014 Period Begins
Fall 2014- Academic Period Begins

August 4-24, 2014
August 25 to December 15, 2014

Total Cost

Sal. & Ben.

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost Sal. & Ben.
Faculty Tutors (87hrs/mo x 5 mos.)	435	63.29	9.70%	6.14	69.43	27,531.15	2,670.52	30,201.67
Student Workers (2) (40hrs/mo x 5mos.)	400	11.04	0.00%	0.00	11.04	4,416.00	0.00	4,416.00
Office&Clerical (2) (6hrs/mo. X5mos.)	60	59.57	0.00%	0.00	59.57	3,574.20	0.00	3,574.20
Total - Summer 2014 & Fall 2014						35,521.35	2,670.52	38,191.87

Winter 2015 Period Begins
Spring 2015 - Academic Period Begins

January 2 to February 1, 2015
February 2 to May31, 2015

Total Cost

(Sal. & Ben.)

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost (Sal. & Ben.)
Faculty Tutors (87hrs/mo x 5 mos.)	435	63.29	9.70%	6.14	69.43	27,531.15	2,670.52	30,201.67
Student Workers (2) (40hrs/mo x 5mos.)	400	11.04	0.00%	0.00	11.04	4,416.00	0.00	4,416.00
Office&Clerical (2) (6hrs/mo. X5mos.)	60	59.57	0.00%	0.00	59.57	3,574.20	0.00	3,574.20
Total - Spring 2015 Sessions						31,947.15	2,670.52	38,191.87

Summer 2015 Period Begins

June 8- July 31, 2013

Total Cost

Sal. & Ben.

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost Sal. & Ben.
Faculty Tutors 86hrs /mox1 3/4mos.)	151	63.29	5.45%	3.45	66.74	9,525.15	519.12	10,044.27
Student Workers (2) (40 hrs/mo x 1 3/4mos.)	140	11.04	0.00%	0.00	11.04	1,545.60	0.00	1,545.60
Office&Clerical (2) (6hrs/mo. X1 3/4mos.)	21	59.57	0.00%	0.00	59.57	1,250.97	0.00	1,250.97
Total - Summer 2015 Sessions						12,321.72	519.12	12,840.86

COST OF CONTRACT PERSONNEL & Employee Benefits - 2014-2015

\$89,224.60

COST OF CONTRACT SUPPLIES - SECOND YEAR 2014-2015

775.40

TOTAL COST OF CONTRACT - SECOND YEAR 2014-2015

\$90,000.00

y1

90,000.00

y2

90,000.00

Total

180,000.00

FISCAL YEARS 2013 -2015
County of L.A. Dept. of Health Services
East Los Angeles College
Tutoring/Mentoring Grant Program
Curriculum

FIRST SEMESTER

Nursing 265 Fundamentals of Nursing

Nursing 276 Introduction to the Nursing Process

Nursing 275A Pharmacology I

Nursing 266 Nursing Process & Practice in the Care of the Adult Client I

Nursing 277 Health Assessment

SECOND SEMESTER

Nursing 267 Nursing Process & Practice in the Care of the Adult Client II

Nursing 268 Nursing Process & Practice in the Care of Clients with Alterations in Mental Health

Nursing 273 Role Transition

Nursing 275B Pharmacology II

THIRD SEMESTER

Nursing 269 Nursing Process & Practice in the Care of the Adult Client III

Nursing 271 Nursing Process & Practice in the Care of Women and the Newborn

FOURTH SEMESTER

Nursing 270 Nursing Process & Practice in the Care of Children

Nursing 272 Nursing Process & Practice in the Care of the Adult Client IV

Nursing 274 Role-Transition/Preceptor ship



Health Services
LOS ANGELES COUNTY
Attachment XV

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

OFFICE OF NURSING AFFAIRS – ADMINISTRATION

Vivian Branchick, RN – Chief Nursing Officer /
Director of Nursing Affairs/ vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ gibanez@dhs.lacounty.gov
Angela Levias, Secretary/Temp / alevias@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
(213) 240-7702 / Fax# (213) 482-9421

Send All Resumes To K. Cho

Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-6881 Fax: (562) 803-6231

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

Joy Bostic, RN, MSN - Nurse Recruiter
1000 West Carson Street, Main Unit-Room 1L2
Torrance, CA 90509
(310) 222-2512 Fax: (310) 787-0065 jbostic@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Debi Popkins Farris, RN, BSN, CHCR, ANDA - Nurse Recruiter
1200 N. State Street, Room C2C112 Inpatient Tower
Los Angeles, CA 90033
(323) 409-4664 Fax: (323) 441-8039 dpopkins@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter
Maribel Rosas, RN – Assistant Nurse Recruiter
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-7912 Fax: (562) 803-6231 sarnwine@dhs.lacounty.gov or
mprosas@dhs.lacounty.gov

VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER

Richard Guitche, RN, BSN – Nurse Recruiter
Susanna Mortimer, RN, MSN – Nurse Recruiter
14445 Olive View Drive, Rm. 2C206
Sylmar, CA 91342
(818) 364-3317 Fax: (818) 364-3326 alnoel@dhs.lacounty.gov or
smortimer@dhs.lacounty.gov

LOS ANGELES COUNTY EMPLOYMENT ON-LINE APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings.

Exhibit I

Contract No. H-_____

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT

Amendment No. ____

THIS AMENDMENT is made and entered into this ____ day
of _____, 2013

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT",
dated _____, and further identified as County Agreement No. _____,
between the County and _____ COLLEGE, and any Amendments
thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend
the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in accordance
with _____ in the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date
identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as
follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective
_____ and shall continue in full force and effect to and

including _____, unless sooner canceled or terminated as provided herein. The Director of Health Services, or his designee, may authorize extensions of the Agreement term for up to two additional years through _____. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his designee, subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.”

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits _____, and _____ attached hereto and incorporated herein by reference.”

4. Paragraph __, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“__. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed _____ Dollars (\$_____), as detailed below:

- A. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.
- B. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A_____, and A_____ for the program costs described in Exhibits B_____, and B_____ attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B_____ and B_____ only upon review and approval of Contractor’s written request and justification. In such event, Contractor

must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph __, NOTICES."

5. Paragraph __, COMPENSATION, shall be revised as follows:

"__. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in two payments. The first payment of _____Dollars (\$_____) will be made on or about _____. The second payment of _____Dollars (\$_____) will be made on or about _____."

6. Paragraph __, CONFLICT OF TERMS, shall be revised to read as follows:

"__. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, _____ and _____ A-_____.
- B. Exhibits B-_____ C, D, E, and F.
- C. Attachments I, _____, and _____."

7. Exhibits A, _____, B, _____, and B-_____, and Attachments _____ and _____ shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Michell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF
THE COUNTY COUNSEL

EXHIBIT A-3

Department of Health Services Tutoring/Mentoring Program

STATEMENT OF WORK

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services (DHS) Tutoring/Mentoring Program (hereinafter referred to as "Program") is to provide El Camino College Compton Center Nursing Department (hereinafter referred to as "Center") with financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each nursing student from the Center's Nursing Department to seek employment in County Health Facilities thereafter.

The Program shall provide the following services: (1) identify, refer and track nursing students who fit within the criteria of the Program, as described in paragraph 3; (2) provide lectures in medical/surgical nursing, mental health, and other courses as described in the Center's School of Nursing Modules as well as preparing nursing students to pass the National Council Licensing Exam for Registered Nurses (NCLEX-RN); (3) provide seminars and/ or workshops, as a supplement to the nursing curriculum, on topics such as written and oral communication skills, academic advisement, stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation calculations and other subjects; (4) participate with County Health Facilities in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses. (5) circulate the County of Los Angeles, DHS benefit information and the Employment Information Flyer (Attachment XI) to all Program participants at the end of each 8 week quarter, 4-5 week winter intersession, and 4-5 week or longer summer sessions; (6) provide The Office of Nursing Affairs (ONA) with

EXHIBIT A-3

Department of Health Services Tutoring/Mentoring Program

written information about the recruitment event activities offered in collaboration with ONA, (such as graduation, pinning ceremonies, semester “kick offs”, and nursing job fairs); and (7) the Contractor will comply with the requirements related to the implementation, monitoring, and evaluation instruments provided in Attachments I – IV of the Agreement.

2. **PROGRAM STATUS AND EXPENDITURE REPORTS**

Contractor agrees to provide quarterly Program status reports and quarterly expenditure status reports to the ONA according to the following schedule:

REPORTING PERIOD	DUE DATE
Summer 2013 (July 1, 2013 to September 30, 2013)	10/31/2013
Fall 2013 (October 1, 2013 to December 31, 2013)	1/31/2014
Winter 2014 (January 1, 2014 to March 31, 2014)	4/30/2014
Spring 2014 (April 1, 2014 to June 30, 2014)	7/31/2014
Summer 2014 (July 1, 2014 to September 30, 2014)	10/31/2014
Fall 2014 (October 1, 2014-December 31, 2014)	1/15/2015
Winter 2015 (January 1, 2015- March 31, 2015)	4/15/2015
Spring 2015 (April 1, 2015-June 30, 2015)	07/31/2015

Quarterly Program reports shall include the number of nursing student graduates, the attrition rate for the nursing student population in the Centers, the number of tutoring sessions provided, the names of the tutoring and mentoring courses provided to assist with the Program curriculum (Attachment X), the names of the Program instructors and the date when such courses were provided, the number of nursing students by ethnicity enrolled in the Program, the NCLEX-RN passage rate for (including first-time examinees), number of nursing graduates employed by the DHS, and job placement rates of nursing students within one year of graduation.

EXHIBIT A-3

Department of Health Services Tutoring/Mentoring Program

Quarterly expenditure reports shall be based upon quarterly financial reports generated internally by Contractor. The quarterly expenditure report shall include: the expenditure categories identified in Exhibits B-6 and B-7, including the name, position title of personnel, and new staff hired within the quarter.

ONA may request that additional reporting information be included in the quarterly reports, and will notify Contractor of such requests in advance of each report deadline whenever possible.

3. PROGRAM ELIGIBILITY REQUIREMENT

Nursing students who are registered at the Center are eligible for the Program if they: (1) request academic assistance from the Contractor, (2) receive less than seventy-five percent (75%) on any nursing course examination at the Center, (3) have an academic history demonstrating incomplete performance of or noncompliance with the nursing curriculum standards at the Center, or (4) are otherwise identified as needing academic assistance or referred by the school staffing representative at the Centers.

4. PROGRAM EVALUATION

Contractor shall evaluate its Program a minimum of once per quarter by using written evaluations from students for each Program activity as described in Attachment I-IV of the Agreement.

These evaluations will: (1) identify nursing students who receive less than seventy-five percent (75%) on any nursing course examination at the Center, and these students will be referred to the Program for academic assistance; and (2) track the nursing student's passage rate for the NCLEX-RN exam (including the rate for first time test takers), and prepare a written assessment if less than 75% of the graduates are not passing NCLEX-RN per the Board Registered Nurse quarterly

EXHIBIT A-3

Department of Health Services Tutoring/Mentoring Program

reports. Another goal of the Program is to ensure that at least 90% participating nursing students indicate that the activities are beneficial. The Nurse Advisor will implement a plan of corrective action (POCA) for any activities that do not meet these standards.

5. **PERSONNEL:** For the purpose of this Agreement, Program staff will perform the following duties:

- A. **Nurse Advisor:** The Nurse Adviser shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop and schedule preparatory lectures and workshops throughout the school year, including the summer and winter sessions; (4) identify, refer and track nursing students who fit within the criteria of the Program; (5) provide learning activities for ongoing retention of students; (6) document all Program activities, including the Program evaluations referenced in Attachments I-IV and the quarterly Program reports and expenditure reports referenced in this Exhibit A-3, Paragraph 2; (7) identify pre-nursing students and provide academic counseling to ensure success with the Associate Degree in Nursing (ADN) Program; (8) function as a liaison between the Program and ADN faculty; (9) identify and refer nursing students in need of financial assistance; (10) recruit nursing students for County employment upon graduation and licensure as Registered Nurses; and (11) document the number of nursing students who accept positions within DHS clinics and hospitals.
- B. **Faculty Tutors:** Faculty Instructors/Tutors (herein defined as "Faculty Instructors") shall meet with small groups of approximately 3 or more nursing students per tutoring session. The Faculty Instructor shall participate in the preparatory lectures and workshops and

EXHIBIT A-3

Department of Health Services Tutoring/Mentoring Program

clinical tutoring/mentoring courses provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained by the Program and include: the Faculty Instructor's name, participant names, date, length of the tutoring session, and brief description of content covered during the tutoring session. Copies of the sign-in sheets shall be retained by Contractor and made available to ONA's monitor upon request.

- C. **Student Tutors:** Under the supervision of the Nurse Advisor and other Program staff, the Teaching Assistant/Student Tutors (herein defined as "Student Tutors") will: (1) assist nursing students with the use of learning laboratory and resources; (2) assist nursing students on computers; (3) supervise nursing students when practicing clinical skills; and (4) assist the Program staff with other duties as needed.
- D. **Student Workers:** Under the supervision of the Nurse Advisor and other Program staff, the Student Workers will (1) assist program staff with typing, filing, and other duties as needed; (2) manage the distribution of learning resource materials; and (3) act as peer counselors for nursing students.

District: Compton Community College

College: El Camino College-Compton Community Educational Center

Exhibit B-6

Page 1 of 2

Program Year: 2013 - 2014		Project Funds Requested
Source of Funds: DHS Tutoring/Mentoring Program		
Item	Total # of Hours Hourly Salary	
Fall 2013 - Summer 2014		
Instructional Supplies		
Instructional Material Fall 2013 - Sum 2014	Supplemental Instruction Material / NCLEX-RN Preparation Material (44 *107.33)	4,723
Fall 2013		
Nursing Advisor	2 hrs/wk x 16 weeks = 32 hours x 65/hr	2,080
	Benefits - 14%	291
Directed Study in Nursing		
Faculty Tutor (Dosage Calc Clinic)	2.0 hr/wk x 16 weeks = 320 X \$60/hr	1,920
	Benefits - 14%	269
Faculty Tutors (Simulation Lab)	10 hrs/wk x 16 weeks = 192 hours x 60/hr	9,600
	Benefits - 14%	1,344
Faculty Tutors (Individual / Group Remediation)	6hrs/wk x 16 weeks = 96 hours x 60/hr	5,760
	Benefits - 14%	806
Student Worker	30 hrs/wk x 16 weeks = 480 hours x 15/hr	7,200
	Subtotal	33,993

Spring 2014		Project Funds Requested
Item	Total # of Hours Hourly Salary	
Nursing Advisor	4 hrs/wk x 16 weeks = 32 hours x 65/hr	4,160
	Benefits - 14%	582
Directed Study in Nursing		
Faculty Tutor (Dosage Calc Clinic)	2.0 hr/wk x 16 weeks = 320 X \$60/hr	1,920
	Benefits - 14%	269
Faculty Tutors (Simulation Lab)	10 hrs/wk x 16 weeks = 160 hours x 60/hr	9,600
	Benefits - 14%	1,344
Faculty Tutors (Individual / Group Remediation)	6 hrs/wk x 16 weeks = 96 hours x 60/hr	5,760
	Benefits - 14%	806
Student Worker	30 hrs/wk x 16 weeks = 320 hours x 15/hr	7,200
	Subtotal	31,642

Summer 2013		
Item	Total # of Hours Hourly Salary	Project Funds Requested
Nursing Advisor	2hrs/wk x 16 weeks = 24 hours x 65/hr	2,080
	Benefits - 14%	291
Directed Study in Nursing		
Faculty Tutors (Simulation Lab)	10 hrs/wk x 12 weeks = 120 hours x 60/hr	7,200
	Benefits - 14%	1,008
Faculty Tutors (Individual / Group Remediation)	6.5 hrs/wk x 12 weeks = 36 hours x 60/hr	4,320
	Benefits - 14%	605
Student Worker	30 hrs/wk x 12 weeks = 240 hours x 15/hr	5,400
	Subtotal	20,904
Subtotal of Fall, Spring, Summer		86,539
Total Indirect Costs (4% of budget)		3,462
Grand Total of Grant		90,000

District: Compton Community College

Exhibit B-7

College: El Camino College-Compton Community Educational Center

Page 1 of 2

Program Year: 2014 - 2015		Project Funds Requested
Source of Funds: DHS Tutoring/Mentoring Program		
Item	Total # of Hours Hourly Salary	
Fall 2014 - Summer 2015		
Instructional Supplies		
Instructional Material Fall 2013 - Sum 2014	Supplemental Instruction Material / NCLEX-RN Preparation Material (44 *107.33)	4,723
Fall 2014		
Nursing Advisor	2 hrs/wk x 16 weeks = 32 hours x 65/hr	2,080
	Benefits - 14%	291
Directed Study in Nursing		
Faculty Tutor (Dosage Calc Clinic)	2.0 hr/wk x 16 weeks = 320 X \$60/hr	1,920
	Benefits - 14%	269
Faculty Tutors (Simulation Lab)	10 hrs/wk x 16 weeks = 192 hours x 60/hr	9,600
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	Benefits - 14%	806
Student Worker	30 hrs/wk x 16 weeks = 480 hours x 15/hr	7,200
	Subtotal	33,993

Spring 2015		Project Funds Requested
Item	Total # of Hours Hourly Salary	
Nursing Advisor	4 hrs/wk x 16 weeks = 32 hours x 65/hr	4,160
	Benefits - 14%	582
Directed Study in Nursing		
Faculty Tutor (Dosage Calc Clinic)	2.0 hr/wk x 16 weeks = 320 X \$60/hr	1,920
	Benefits - 14%	269
Faculty Tutors (Simulation Lab)	10 hrs/wk x 16 weeks = 160 hours x 60/hr	9,600
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	Benefits - 14%	806
Student Worker	30 hrs/wk x 16 weeks = 320 hours x 15/hr	7,200
	Subtotal	31,642

Summer 2015		
Item	Total # of Hours Hourly Salary	Project Funds Requested
Nursing Advisor	2hrs/wk x 16 weeks = 24 hours x 65/hr	2,080
	Benefits - 14%	291
Directed Study in Nursing		
Faculty Tutors (Simulation Lab)	10 hrs/wk x 12 weeks = 120 hours x 60/hr	7,200
	Benefits - 14%	1,008
Faculty Tutors (Individual / Group Remediation)	6.5 hrs/wk x 12 weeks = 36 hours x 60/hr	4,320
	Benefits - 14%	605
Student Worker	30 hrs/wk x 12 weeks = 240 hours x 15/hr	5,400
	Subtotal	20,904
Subtotal of Fall, Spring, Summer		86,539
Total Indirect Costs (4% of budget)		3,462
Grand Total of Grant		90,000



Health Services
LOS ANGELES COUNTY
Attachment XV

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

OFFICE OF NURSING AFFAIRS – ADMINISTRATION

Vivian Branchick, RN – Chief Nursing Officer /
Director of Nursing Affairs/ vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ gibanez@dhs.lacounty.gov
Angela Levias, Secretary/Temp / alevias@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
(213) 240-7702 / Fax# (213) 482-9421

Send All Resumes To K. Cho

Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-6881 Fax: (562) 803-6231

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

Joy Bostic, RN, MSN - Nurse Recruiter
1000 West Carson Street, Main Unit-Room 1L2
Torrance, CA 90509
(310) 222-2512 Fax: (310) 787-0065 jbostic@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Debi Popkins Farris, RN, BSN, CHCR, ANDA - Nurse Recruiter
1200 N. State Street, Room C2C112 Inpatient Tower
Los Angeles, CA 90033
(323) 409-4664 Fax: (323) 441-8039 dpopkins@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter
Maribel Rosas, RN – Assistant Nurse Recruiter
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-7912 Fax: (562) 803-6231 sarnwine@dhs.lacounty.gov or
mprosas@dhs.lacounty.gov

VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER

Richard Guitche, RN, BSN – Nurse Recruiter
Susanna Mortimer, RN, MSN – Nurse Recruiter
14445 Olive View Drive, Rm. 2C206
Sylmar, CA 91342
(818) 364-3317 Fax: (818) 364-3326 alnoel@dhs.lacounty.gov or
smortimer@dhs.lacounty.gov

LOS ANGELES COUNTY EMPLOYMENT ON-LINE APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings.

Exhibit I

Contract No. H-_____

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT

Amendment No. ____

THIS AMENDMENT is made and entered into this ____ day
of _____, 2013

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT",
dated _____, and further identified as County Agreement No. _____,
between the County and _____ COLLEGE, and any Amendments
thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend
the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in accordance
with _____ in the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date
identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as
follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective
_____ and shall continue in full force and effect to and

including _____, unless sooner canceled or terminated as provided herein. The Director of Health Services, or his designee, may authorize extensions of the Agreement term for up to two additional years through _____. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his designee, subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.”

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits _____, and _____ attached hereto and incorporated herein by reference.”

4. Paragraph __, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“__. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed _____ Dollars (\$_____), as detailed below:

- A. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.
- B. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A_____, and A_____ for the program costs described in Exhibits B_____, and B_____ attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B_____ and B_____ only upon review and approval of Contractor’s written request and justification. In such event, Contractor

must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph __, NOTICES."

5. Paragraph __, COMPENSATION, shall be revised as follows:

"__. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in two payments. The first payment of _____Dollars (\$_____) will be made on or about _____. The second payment of _____Dollars (\$_____) will be made on or about _____."

6. Paragraph __, CONFLICT OF TERMS, shall be revised to read as follows:

"__. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, _____ and _____ A-_____.
- B. Exhibits B-_____ C, D, E, and F.
- C. Attachments I, _____, and _____."

7. Exhibits A, _____, B, _____, and B-_____, and Attachments _____ and _____ shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Michell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF
THE COUNTY COUNSEL

EXHIBIT A-5

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

DESCRIPTION OF CONTRACTOR SERVICES

1. **DESCRIPTION OF SERVICES:** The purpose of the Department of Health Services (DHS) Tutoring/Mentoring Program (hereinafter "Program") is to provide Glendale Community College (hereinafter "GCC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the GCC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the GCC's School of Nursing Course curriculum as well as preparing students to pass the National Council Licensing Exam for Registered Nurses (hereinafter "NCLEX-RN"); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses; (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment XII and incorporated herein, to all Program participants at the end of each quarter and summer sessions; (6) Provide the Office of Nursing Affairs thirty days (30) in advance (hereinafter "ONA") in writing of recruitment event activities in collaboration with ONA,

(such as graduation, pinning ceremonies, semester “kick offs” and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III and IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly Program reports and quarterly expenditure reports to the Office of Nursing Affairs (ONA) according to the following schedule:

<u>REPORTING PERIOD</u>	<u>DUE DATE</u>
Summer 2013 Intersession June 2013-August 2013	10/15/13
Fall 2013 Semester September 2013-December 2013	03/15/14
Winter 2014 Intersession January 2014-February 2014	04/15/14
Spring 2014 February 2014-June 2014	07/15/14
Summer 2014 June 2014-August 2014	10/15/14
Fall 2014 September 2014-December 2014	03/15/15
Winter 2015 Intersession January 2015-February 2015	04/15/15
Spring 2015 February 2015-June 2015	07/15/15

Quarterly Program reports shall include, but not be limited to, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the student population in the GCC Nursing Department, number of tutoring sessions provided, date and names of the courses provided including the instructor’s names, the number of nursing graduates passing the NCLEX-RN exam the first time, number of nursing graduates, number of nursing graduates employed by

the DHS and the status report of job placement of nursing graduates post one-year graduation. Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-11 and B-12, and is to include the name and position title of personnel, including new staff hired within the quarter.

The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

3. PROGRAM ELIBLITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at GCC who: 1) request academic assistance from the Contractor, 2) receive less than seventy-five (75%) percent on any nursing course examination at GCC, 3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at GCC, or 4) are otherwise identified or referred by GCC school staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its Program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance.

The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN,

per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. The Nurse Advisor:

The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the Program evaluations referenced in Attachments III and IV and the quarterly Program reports and expenditure reports referenced in Exhibit A-5 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

B. Faculty Tutor(s):

Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets Attachment II, for each tutoring session shall be maintained and shall include: instructors name, participant names, date, and length of session and brief description of content. Copies of the sign-in sheets shall be

retained by Contractor and made available to ONA upon request.

C. Student Tutor(s):

Under the supervision of the Nurse Advisor/Program Coordinator, and Program staff, the student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills and (4) assist the Program staff.

Glendale Community College
Proposed DHS Tutor/Mentor Budget
FY 2013-2014

	Fall Semester - Sept - Dec 2013		Winter Intersession - Jan - Feb 2014		Spring Semester - Feb - June 2014		Summer Session - July - Aug 2014				
Study Workshops	1310	4,825	Faculty	1316	2,280	Student Workshops	1310	4,925	Faculty	1315	7,173
Nursing Workshop/Advisement	1450	8,605	Nursing Workshops/Advisements	1456	3,235	Nursing Workshop/Advisement	1450	8,605	Workshops/Advisement	1455	4,555
Extra Help clerk	2110	1,500	Staff for Nursing Lab	2380	1,287	Extra Help clerks	2110	1,500	Staff for Nursing Lab	2380	1,440
Nursing Lab Staff	2380	8,680	Benefits	3000	1,275	Nursing Lab Staff	2380	8,680	Benefits	3000	2,284
Benefits	3000	4,940	Student tutors	5110	198	Benefits	3000	4,959	Student Tutors	5110	198
Lab and Simulation Supplies	4300	2,960				Lab and Simulation Supplies	4300	2,960			
Student Tutors	5110	968				Student Tutors	5110	968			
Student Testing	5690	500				Student Testing	5690	500			
Total Fall Semester		<u>\$32,978</u>				Total Spring Semester		<u>\$33,097</u>	Total Summer		<u>\$15,850</u>
			Total Winter 2007		<u>\$8,275</u>						

Grand Total \$ 90,000

**Glendale Community College
Proposed DHS Tutor/Mentor Budget
FY 2014-2015**

	Fall Semester - Sept - Dec 2014		Winter Intersession - Jan - Feb 2015		Spring Semester - Feb - June 2015		Summer Session - July - Aug 2015				
Study Workshops	1310	4,825	Faculty Tutor	1316	2,280	Student Workshops	1310	4,925	Faculty Tutor	1315	7,173
Nursing Workshop/Advisement	1450	8,605	Nursing Workshops/Advisements	1456	3,235	Nursing Workshop/Advisement	1450	8,605	Workshops/Advisement	1455	4,555
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Student Testing	5690	500				Student Testing	5690	500			
Total Fall Semester		<u>\$32,978</u>	Total Winter 2007		<u>\$8,275</u>	Total Spring Semester		<u>\$33,097</u>	Total Summer		<u>\$15,650</u>

**Glendale Community College
Health Sciences Division
Nursing Department
DHS Tutoring and Mentoring Program
Supplemental Curriculum
July 1, 2013-June 31, 2015**

1. Funded faculty tutoring and peer tutoring for:

a. Pharmacology For Nursing

This course introduces the nursing student to the study and application of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics as well as legal and ethical issues related to medication and administration.

b. Medical Surgical Nursing II-IV

These courses continue the study of the adult with unmet needs resulting from health problems. The courses address the needs of patients across the adult life span whose health care needs require progressively more complex interventions and skills using the nursing process.

c. Psychiatric Nursing

This course focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress.

d. Clinical Enrichment

This clinical course provides the currently-enrolled or returning nursing student with additional supervised clinical experience in the acute hospital setting. This course is provided during winter and summer sessions outside the normal curriculum.

2. Funded Services

a. Nurse Advisor

The Nurse Advisor shall

- a) Serve as Program Coordinator
- b) Select and supervise Program faculty, student tutors and student workers
- c) Develop, schedule , and implement mini-
- d) lectures/workshops/seminars during the school year including summer and winter sessions
- e) Identify and track students who fit within the criteria of the Program
- f) Identify and provide learning activities for the ongoing retention of students
- g) Document all program activities including but not limited to the Program evaluations and the program status reports and expenditure reports
- h) Collaborate with the nursing counselors in identifying pre-nursing students and recommending support courses to encourage success in overall Nursing Program
- i) Function as liaison between the Program and the faculty
- j) Assist in identifying for students interested in County employment the recruitment process

b. NRL Nurse Associates

Registered Nurses assist students in the Nursing Resource Lab, providing nursing expertise for skills practice, serving as an information resource, maintaining records, and modeling professional nursing behaviors.

c. Clerical assistant

Student worker provides extra assistance to incoming students as well as matriculated students. Help includes answering the phone, providing information and performing clerical duties during the application process.

3. Nursing Workshops/Counseling

Workshops and counseling are presented to pre—nursing students and applicants by nursing-dedicated counselors. These workshops provide information on the nursing program and the application process as well as question/answer sessions and further counseling.

4. Supplies

Supplies used directly by students within the NRL to help meet their learning needs outside of the classroom/clinical setting.



Health Services
LOS ANGELES COUNTY
Attachment XV

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

OFFICE OF NURSING AFFAIRS – ADMINISTRATION

Vivian Branchick, RN – Chief Nursing Officer /
Director of Nursing Affairs/ vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ gibanez@dhs.lacounty.gov
Angela Levias, Secretary/Temp / alevias@dhs.lacounty.gov
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Downey, CA 90242
(562) 401-6881 Fax: (562) 803-6231

Nurse Recruiter List

HARBOR-UCLA MEDICAL CENTER

Joy Bostic, RN, MSN - Nurse Recruiter
1000 West Carson Street, Main Unit-Room 1L2
Torrance, CA 90509
(310) 222-2512 Fax: (310) 787-0065 jbostic@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Debi Popkins Farris, RN, BSN, CHCR, ANDA - Nurse Recruiter
1200 N. State Street, Room C2C112 Inpatient Tower
Los Angeles, CA 90033
(323) 409-4664 Fax: (323) 441-8039 dpopkins@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Sharon F. Arnwine RN, MS, CNO/Nurse Recruiter
Maribel Rosas, RN – Assistant Nurse Recruiter
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Downey, CA 90242
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mprosas@dhs.lacounty.gov

VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER

Richard Guitche, RN, BSN – Nurse Recruiter
Susanna Mortimer, RN, MSN – Nurse Recruiter
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Sylmar, CA 91342
(818) 364-3317 Fax: (818) 364-3326 alnoel@dhs.lacounty.gov or
smortimer@dhs.lacounty.gov

LOS ANGELES COUNTY EMPLOYMENT ON-LINE APPLICATIONS ARE AVAILABLE AT:

WEBSITE: <http://www.ladhs.org/wps/portal/nursing>

Click on *Vacancy Announcements* tab to view our vacancy postings.

Exhibit I

Contract No. H-_____

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT

Amendment No. ____

THIS AMENDMENT is made and entered into this ____ day
of _____, 2013

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

(hereafter "Contractor")

WHEREAS reference is made to that certain document entitled
"DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

SCHOOL OF NURSING AGREEMENT",
dated _____, and further identified as County Agreement No. _____,
between the County and _____ COLLEGE, and any Amendments
thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend
the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in accordance
with _____ in the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective upon Board approval on the date
identified at the top of the first page.
2. Paragraph 1, TERM AND TERMINATION, subparagraph A shall be revised as
follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective
_____ and shall continue in full force and effect to and

including _____, unless sooner canceled or terminated as provided herein. The Director of Health Services, or his designee, may authorize extensions of the Agreement term for up to two additional years through _____. To implement such extension of time, an Amendment to the Agreement shall be prepared by the County and then executed by the Contractor and by the Director or his designee, subject to review and approval by County Counsel, and notification to Board of Supervisors and Chief Executive Office.”

3. Paragraph 4, DESCRIPTION OF SERVICES, shall be revised as follows:

“4. DESCRIPTION OF SERVICES: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits _____, and _____ attached hereto and incorporated herein by reference.”

4. Paragraph __, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

“__. MAXIMUM OBLIGATION OF COUNTY: The County’s maximum obligation for the entire term of this Agreement shall not exceed _____ Dollars (\$_____), as detailed below:

- A. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.
- B. During the period _____ through _____, the maximum obligation of County for all services provided hereunder shall not exceed _____ Dollars (\$_____) in accordance with Exhibits B-_____ and B-_____, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A_____, and A_____ for the program costs described in Exhibits B_____, and B_____ attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B_____ and B_____ only upon review and approval of Contractor’s written request and justification. In such event, Contractor

must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph __, NOTICES."

5. Paragraph __, COMPENSATION, shall be revised as follows:

"__. COMPENSATION: County agrees to compensate Contractor for performing services described in this Amendment in two payments. The first payment of _____Dollars (\$_____) will be made on or about _____. The second payment of _____Dollars (\$_____) will be made on or about _____."

6. Paragraph __, CONFLICT OF TERMS, shall be revised to read as follows:

"__. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement, ADDITIONAL PROVISIONS and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, _____ and _____ A-_____.
- B. Exhibits B-_____ C, D, E, and F.
- C. Attachments I, _____, and _____."

7. Exhibits A, _____, B, _____, and B-_____, and Attachments _____ and _____ shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.

8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Director of Health Services and Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Michell H. Katz, M.D.
Director of Health Services

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF
THE COUNTY COUNSEL

EXHIBIT A-5

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

CONTRACTOR SERVICES

1. DESCRIPTION OF SERVICES: The purpose of the Department of Health Services (DHS) Tutoring/Mentoring Program (hereinafter "Program") is to provide Los Angeles Valley College (hereinafter "LAVC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the LAVC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

- (1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the LAVC School of Nursing Course Modules as well as preparing students to pass the National Council Licensing Exam for Registered Nurses hereinafter "NCLEX-RN"); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects;

(4) participate with County in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses.

(5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment XIV and incorporated herein, to all DHS Program participants at the end of quarter and summer sessions; (6) provide the Office of Nursing Affairs (hereinafter "ONA") thirty days (30) in advance in writing of recruitment event activities in collaboration with ONA, (such as graduation, pinning ceremonies, semester "kick offs" and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly Program reports and quarterly expenditure reports to the ONA according to the following schedule:

<u>REPORTING PERIOD</u>	<u>DUE DATE</u>
Fiscal Year 2013 - 2014	
Summer 2013	
October 2013	09/30/13
Fall 2013	
January 2014	01/20/14
Winter 2013	
February 2014	02/09/14
Spring 2014	
July 2014	07/10/14

Fiscal Year 2014 - 2015

Summer 2014 October 2014	10/04/14
Fall 2014 January 2015	01/30/14
Winter 2014 March 2015	03/05/15
Spring 2015 June 2015	06/26 15

Quarterly program reports shall include, but not be limited to, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the student population in the LAVC Nursing Department, number of tutoring sessions provided, date and names of the courses provided including the instructor's names, the number of nursing graduates passing the NCLEX-RN exam the first time, number of nursing graduates, number of nursing graduates employed by the DHS and the status report of job placement of nursing graduates post one- year graduation.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-11 and B-12, and is to include the name and position title of personnel, including new staff hired within the quarter.

The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at LAVC who: (1) request academic assistance from the Contractor, (2) receive less than seventy-five (75) percent on any nursing course examination at LAVC, (3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at LAVC, or (4) are otherwise identified or referred by LAVC school staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try.

The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. The Nurse Advisor: The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachments III and IV. and the quarterly program reports and expenditure reports referenced in Exhibit A-5 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

B. Faculty Tutor(s): Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring/mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.

C. Student Tutor(s): Under the supervision of the Program Coordinator, and Program staff, the student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills and (4) assist the Program staff.

D. Student Workers: Under the supervision of the Nurse Advisor and Program staff, the student workers will: (1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed.

Los Angeles Valley College
County of Los Angeles-Department of Health Services
Tutoring Mentoring Grant Program
For 2014-2015
H-300469

July 1, 2014- June 30, 2015				
Fall 2014				
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS	
Nursing Advisor	160	\$63.29	\$10,126.40	
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32	
Directed Study in Nursing 3	160	\$63.29	\$10,126.40	
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32	
Supplemental Clinical 80 hrs				
College Support Services	295	\$11.04	\$3,256.80	
Student Worker 15 hrs/ week X 16 weeks		No Benefits		
Student Tutor 55 hours				
Learning Skills Workshop/Faculty Instructor	50	\$63.29	\$3,164.50	
Individualized/ Group Remediation	Benefits	9.75%	\$308.54	
TOTAL FALL 2014 SEMESTER			\$28,957.29	
Winter 2015				
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS	
Nursing Advisor	60	\$63.29	\$3,797.40	
10 hours x 6 weeks	Benefits	9.75%	\$370.25	
Directed Study in Nursing 3	48	\$63.29	\$3,037.92	
Skills Lab Seminars 8hrs/week X 6 weeks	Benefits	9.75%	\$296.20	
College Support Services	115	\$11.04	\$1,269.60	
Students Worker 15 hrs/ week X 6 weeks		No Benefits		
Student Tutors 5hrs/ week X 5 weeks				
Learning Skills Workshop/Faculty Instructor	30	\$63.29	\$1,898.70	
Individualized/ Group Remediation	Benefits	9.75%	\$185.12	
TOTAL WINTER 2015			\$10,855.19	
Spring 2015				
DESCRIPTION	HOURS	HOURLY RATES	COSTS	
Nursing Advisor	160	\$63.29	\$10,126.40	
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32	
Directed Study in Nursing 3	160	\$63.29	\$10,126.40	
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32	
Supplemental Clinical 80 hrs				

2

Los Angeles Valley College
County of Los Angeles-Department of Health Services
Tutoring Mentoring Grant Program
For 2013-2014
H-300469

Exhibit B-11

July 1, 2013- June 30, 2014				
Fall 2013				
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS	
Nursing Advisor	160	\$63.29	\$10,126.40	
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32	
Directed Study in Nursing 3	160	\$63.29	\$10,126.40	
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32	
Supplemental Clinical 80 hrs				
College Support Services	295	\$11.04	\$3,256.80	
Student Worker 15 hrs/ week X 16 weeks		No Benefits		
Student Tutor 55 hours				
Learning Skills Workshop/Faculty Instructor	50	\$63.29	\$3,164.50	
Individualized/ Group Remediation	Benefits	9.75%	\$308.54	
TOTAL FALL 2013 SEMESTER			\$28,957.29	
Winter 2014				
DESCRIPTION	# OF HOURS	HOURLY RATES	COSTS	
Nursing Advisor	60	\$63.29	\$3,797.40	
10 hours x 6 weeks	Benefits	9.75%	\$370.25	
Directed Study in Nursing 3	48	\$63.29	\$3,037.92	
Skills Lab Seminars 8hrs/week X 6 weeks	Benefits	9.75%	\$296.20	
College Support Services	115	\$11.04	\$1,269.60	
Students Worker 15 hrs/ week X 6 weeks		No Benefits		
Student Tutors 5hrs/week X 5 weeks				
Learning Skills Workshop/Faculty Instructor	30	\$63.29	\$1,898.70	
Individualized/ Group Remediation	Benefits	9.75%	\$185.12	
TOTAL WINTER 2014			\$10,855.19	
Spring 2014				
DESCRIPTION	HOURS	HOURLY RATES	COSTS	
Nursing Advisor	160	\$63.29	\$10,126.40	
10 hours/week X 16 weeks	Benefits	9.75%	\$987.32	
Directed Study in Nursing 3	160	\$63.29	\$10,126.40	
NCLEX Prep Course 80 hrs	Benefits	9.75%	\$987.32	
Supplemental Clinical 80 hrs				

Los Angeles Valley College
County of Los Angeles-Department of Health Services
Tutoring Mentoring Grant Program
For 2013-2014
H-300469

Exhibit B-11

College Support Services		295	\$11.04	\$3,256.80
Student Worker 15 hrs/week X 16 weeks			No Benefits	
Student Tutor 55 hours				
Learning Skills Workshop/Faculty Instructor		50	\$63.29	\$3,164.50
Individualized/ Group Remediation		Benefits	9.75%	\$308.54
TOTAL SPRING 2014 SEMESTER				\$28,957.29
Summer 2014				
DESCRIPTION		# OF HOURS	HOURLY RATES	COSTS
Nursing Advisor		140	\$63.29	\$8,860.60
10 hours/week 14 weeks		Benefits	9.75%	\$863.91
Learning Skills Workshop/Faculty Instructor		70	\$63.29	\$4,430.30
Skills Lab Seminars 5hrs/week X 14 weeks		Benefits	9.75%	\$431.95
College Support Services		235	\$11.04	\$2,594.40
Students Worker 15 hrs/ week X 14 weeks			No Benefits	
Student Tutors 5hrs/ week X 5 weeks				
Learning Skills Workshop/Faculty Instructor		40	\$63.29	\$2,531.60
Individualized/ Group Remediation		Benefits	9.75%	\$246.83
TOTAL SUMMER 2014				\$19,959.59
TOTAL PERSONNEL 2013-2014 FISCAL YEAR				\$88,729.35
2013-2014 NON-PERSONNEL ITEMS				
ITEM	DESCRIPTION		AMOUNT	
Supplies	Med Supplies		\$635.33	
TOTAL FALL 2013 SEMESTER			\$635.33	
Supplies	Med Supplies		\$635.32	
TOTAL SPRING 2014 SEMESTER			\$635.32	
TOTAL 2013-2014 FISCAL YEAR NON-PERSONNEL			\$1,270.65	
TOTAL 2013-2014 FISCAL YEAR		YEAR 1	\$90,000.00	

Los Angeles Valley College
County of Los Angeles-Department of Health Services
Tutoring Mentoring Grant Program
For FY 2013-2015

Math Peer Tutoring

This course offers nursing students the opportunity to receive supplemental assistance in the solving of dosage/ calculation problems. This course is mandatory for all nursing students not achieving a passing score of 100% on any dosage calculation quiz. However, the course is recommended to all of the Los Angeles Valley College nursing students. The course is taught by third/fourth semester nursing students who have demonstrated excellence in the solving of dosage calculation problems.

NCLEX Review Course

This course has been specifically designed to assist the RN candidate in achieving the goal of passing the NCLEX exam and attaining the outcome of being a licensed nurse. The course is offered to all nursing students attending Los Angeles Valley College and to nursing students from all surrounding community colleges. The course instructors are selected based upon their expertise in various areas of nursing. The course is offered twice a year, in January and June.

Supplemental Clinical Rotations

This supplemental medical/surgical nursing course is designed to give students, at the basic and intermediate level of nursing, an additional clinical experience. The course is mandatory for students who are enrolled in remediation, either for a theory or clinical failure. In addition, students identified a weak in the clinical area are highly encouraged to enroll in the supplemental clinical. Evaluation tool for the supplemental clinical is attached.

Physical Assessment

This skills course provides individualized and group instruction to nursing students seeking to improve their skills in history taking, physical examination and data collection. For students enrolled in remediation the attending skills lab is integrated into their individualized remediation plan.

Open Skills Lab

This open skills lab is designed to assist students seeking self remediation for skills needed in the clinical setting. Many of the nursing skills required in the clinical setting are difficult to teach in a didactic setting and this forum provides a safe environment for students to practice psychomotor skills. Additionally, students in remediation are contracted to spend a prescribed amount of hours in the skills lab. Instruction in this setting is done individually and in groups.

Individualized Tutoring

Individualized tutoring is designed to assist students who have failed a test or have been identified as at risk for failing a nursing course. In this forum, the instructor provides one to one instruction of course content, test review, test taking strategies and devise an individualized remediation plan to improve student outcomes. Each individual review is course specific.

Group Tutoring

This group activity is designed to assist students who have failed a test or have been identified as at risk for failing a course. These activities are designed to be an interactive process whereby the students can seek clarification of course content or review testing content. These groups have been used when a large number of students have failed a specific course test. Each group review is course specific.



Health Services
LOS ANGELES COUNTY
Attachment XV

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

OFFICE OF NURSING AFFAIRS – ADMINISTRATION

Vivian Branchick, RN – Chief Nursing Officer /
Director of Nursing Affairs/ vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ gibanez@dhs.lacounty.gov
Angela Levias, Secretary/Temp / alevias@dhs.lacounty.gov
313 North Figueroa, Room 904, Los Angeles, CA 90012
(213) 240-7702 / Fax# (213) 482-9421

Send All Resumes To K. Cho

Katherine Cho, RN, MSN - Assistant Nursing Director / katcho@dhs.lacounty.gov
7601 E. Imperial Highway, Harriman Bldg., Rm. 156
Downey, CA 90242
(562) 401-6881 Fax: (562) 803-6231

Nurse Recruiter List

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